

## **1-3 MINOR SUBDIVISIONS**

### **MINOR SUBDIVISION DEFINED**

A minor subdivision is defined as a subdivision involving no new public street right-of-way dedications (except widening of existing, platted street rights-of-way).

### **UTILITY EXTENSIONS PERMITTED UNDER A MINOR PLAT**

A utility extension shall be defined as the extension of a water or sewer line that falls under the ownership and maintenance of the City of Archdale and shall require permitting by the State of North Carolina (or the City if approved by the State for “Self-permitting”). Such extension shall require a right-of-way or easement. If applicable, utility extensions shall be allowed under a minor plat review provided that:

- all construction drawings for utility extensions are submitted and approved in accordance with the provisions of this Ordinance;
- all lines/improvements are constructed in accordance with the provisions of this Ordinance and the City of Archdale *Construction and Development Guidelines*; and
- a final plat shall not be approved until all utility extension improvements have been inspected and accepted in accordance with the provisions of this Ordinance.

### **SKETCH PLAN SUBMISSION REQUIREMENTS**

The applicant shall schedule an appointment and meet with the Administrator to discuss a sketch plan. The Administrator shall also advise the applicant, when appropriate, to discuss the proposed subdivision with those officials who must eventually approve those aspects of the subdivision plat coming within their jurisdiction.

The Administrator, upon consultation with the Public Works Director, shall issue either the Notice to Proceed or a Notice of Non-compliance not later than 15 days after the date on which the sketch plan was submitted to the Administrator. The Administrator shall issue a Notice to Proceed only if the sketch plan complies with all applicable laws governing the subdivision of land. The approval shall include, as appropriate, recommended changes in the sketch plan to be incorporated into the final plat. Subsequent to an approval, the applicant may proceed directly to the filing of an application for approval of a final subdivision plat as provided in these regulations. If the sketch plan of a minor subdivision is denied by the Administrator, the applicant may appeal to the Planning and Zoning Board. The Planning and Zoning Board shall review the application, and shall affirm or reverse the decision of the Administrator. The applicant shall have 1 year from the date that the sketch plat is approved to submit a final plat, after which time a new sketch plan must be submitted for approval.

### **FINAL PLAT SUBMISSION REQUIREMENTS**

Submission of a Final Plat shall be in the form of a standard plat in accordance with the provisions of this Ordinance.

## **CERTIFICATES REQUIRED**

Certificate of Approval for Minor Subdivision.

I hereby certify that the Minor Subdivision for \_\_\_\_\_ has been found to comply with the Subdivision Regulations of Archdale, North Carolina and can be recorded in the office of the Register of Deeds of \_\_\_\_\_ County.

\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

A Certificate of Survey and Accuracy, Certificate of the Notary, and Certificate of Ownership and Dedication shall also be required on the plan as stated in Section 1-4.

## **FINAL PLAT APPROVAL**

The Administrator, upon consultation with the Public Works Director shall render a determination as to whether the plat is approved, approved with conditions, or denied pursuant to this Ordinance and North Carolina General Statute 160A-372. The application shall be processed within the time period specified in column "C" of the attached table (see page 5). If a plat is approved, the Administrator and the Public Works Director shall certify such approval by signing the plat. If disapproved, the Administrator shall advise the subdivider of such action and shall indicate the reasons for denial.

## **RECORDING A FINAL PLAT**

Within 30 days of final plat approval, the applicant shall file the plat with the Register of Deeds as provided by law. The final plat approval shall expire within the above-referenced time period, unless the Administrator has granted an extension. The Administrator may grant up to 2 extensions of final plat approval, each of up to 6 months. Failure to record the final plat within the time frame noted shall cause the final plat approval to be void.

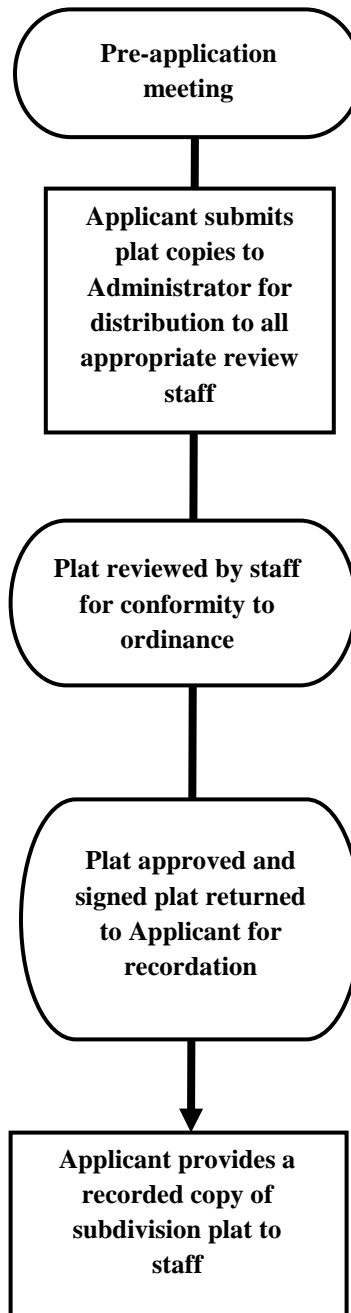
The applicant shall return a copy of the recorded plat to the office of the Administrator.

No zoning clearance permit or building permit shall be issued or approved until the expiration of 10 business days after a final plat has been recorded. The purpose of this time period is to permit the assignment of addresses and Parcel Identification Numbers (PINs) in the Land Records office of Randolph or Guilford County.

Plat Review Officer. As required by North Carolina General Statute 47-30.2, a plat to be recorded shall be submitted to a Review Officer before the map or plat is presented to the register of deeds for recording. The Review Officer shall certify the map or plat if it complies

with all statutory requirements for recording. The register of deeds shall not accept for recording any map or plat required to be submitted to the Review Officer unless the map or plat has the certification of the Review Officer affixed to it.

**Minor Subdivision Plat review process. (For a subdivision that does not include Water and/or Sewer Utility Extensions).**



**Minor Subdivision Plat review process. (For a subdivision that does include Water and/or Sewer Utility Extensions).**

